



**The following checklist should be used to guide each member that participates in the Cruise Shiprider Program:**

- ☐ Identify vessel to conduct a ship ride and contact your CID or MITO to get tentative approval.
- ☐ Contact the CSNCOE to assist with making cabin arrangements.
- ☐ Submit a “no cost” TDY request and obtain orders.
- ☐ Obtain contact information for the ship. Provide some basic guidance on the shiprider program and attempt to see if they can coordinate a draft schedule ahead of time.
- ☐ Obtain instructions from cruise line/ship staff POC on when/where to meet and time. Board the ship with passengers. Do not wear a Coast Guard uniform or coveralls to access the ship unless directed to do so by the Cruise line or ship staff.
- ☐ While your trip and meal (buffet) are provided by the cruise line, any other purchases will be the responsibility of the member. Communicate with the hotel staff also that gratuities and internet (if needed to communicate with unit) should not be charged.
- ☐ Coveralls, safety shoes, gloves, hearing and eye protection. To avoid confusion, the cruise line may request the participant wear their coveralls (provided by them). This is permitted.
- ☐ A suit, a sport coat and tie (equivalent for female) should be brought, which is needed for any potential formal dinner with the Captain’s staff. Business casual attire is required for all other occasions.
- ☐ You are authorized to get off the ship to witness the port/facility interface however liberty is not authorized.
- ☐ Camera to document activities or noted discrepancies.
- ☐ SOLAS, FPVE PQS (for reference) and Cruise ship rider performance guide.
- ☐ Flashlight
- ☐ Passport or other official documentation. You must pass through Customs upon return.
- ☐ Business cards